



## NOTICE OF ADMINISTRATIVE DECISION

March 25, 2019

Dave Heywood  
Oasis at the Islands Property Owners  
42 S. Hamilton Place Ste. 101  
Gilbert, AZ 85233  
dave@heywoodmanagement.com

RE: Administrative Design Review **DR02-78-B (PDR-2019-00032) Oasis at the Islands CSP Amendment.**

Dear Mr. Heywood:

Staff has reviewed and **approved** your Minor Administrative Design Review **DR02-78-B (PDR-2019-00032)** to amend the existing Comprehensive Sign Plan (CSP) for Oasis at the Islands Commercial and Condo Signage, located at the southeast corner of McQueen and Elliot Roads. The subject site is zoned Shopping Center (SC).

A summary of the amendment to the existing CSP for Oasis at the Islands is listed below:

*Commercial Signage:*

- Update the text in the Comprehensive Sign Criteria for form and clarity;
- Under "Type of Sign" remove reverse pan channel aluminum letters to be placed 1" off of fascia as a permitted type of sign;
- Under "Color of Sign" change list of permissible colors to be determined by Tenant/Owner with approval of board;

*Office Condo Signage:*

- Update the text in the Comprehensive Sign Criteria for form and clarity;
- Update color of sign from copper marble to black;

Staff has **approved** your request with the following conditions:

1. All signs will meet the CSP and obtain a sign permit from The Town of Gilbert prior to installation.

If you have any questions regarding these findings, please contact me at (480) 503-6625.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Bubenheim".

Stephanie Bubenheim  
Planner II  
Town of Gilbert

# **Oasis at the Islands Property Owners Assoc. Commercial Signage SEC McQueen and Elliot Roads**

## **Comprehensive Sign Criteria**

The purpose of the Comprehensive Sign Criteria is to create a graphic environment that is individual and distinctive in identity for the merchants and to be compatible with other signs within the Oasis at the Islands development. The total concept should give an impression of quality, professionalism and instill a good business image.

The following specifications are to be used for design of your sign; however, in all cases final written approval is required by the "Oasis at the Islands Property Owners Assoc." Board, "Board" prior to manufacturing and installation of all signs.

**PROCEDURE:** Completed sign drawing(s) are to be submitted to Board for approval. Copy will be returned to the Tenant / Owner, with accompanying letter of approval, or disapproval for their file.

Following written approval, Tenant / Owner to obtain approval and permit from Town of Gilbert prior to installation of sign. Tenant / Owner shall have the responsibility to comply with all pertinent signage codes, requirements, standards and specifications.

### **NOTICE:**

WRITTEN APPROVAL AND CONFORMANCE WITH THIS SPECIFICATION DOES NOT IMPLY CONFORMANCE WITH LOCAL TOWN AND OTHER APPLICABLE SIGN CODES. SIGNAGE MUST BE PERMITTED AND MUST COMPLY WITH THE TOWN OF GILBERT'S SIGN AND ELECTRICAL CODES. A COPY OF SIGN PERMIT AND RECEIPT MUST BE SUBMITTED TO LANDLORD PRIOR TO MANUFACTURING AND INSTALLATION OF ALL SIGNS.

#### **1. Wall Signs**

- a. All signage for Tenants / Owners calculated by the following formula: The maximum area permitted for any building elevation for the business should be one (1.0) square feet of sign area for each linear foot of occupied building elevation. For buildings set back in excess of seventy-five (75) feet from the street right-of-way line, one and one-half (1.5) square feet of sign area shall be allowed for each linear foot of occupied building elevation. No sign to exceed 80% occupied suite building elevation. Maximum sign area to be no greater than the total sign allowance area set forth above for (a) the longest building elevation of the tenant or owner suite facing the street, or (b) the length of the building elevation of the tenant or owner suite where its' principle entrance is located.

#### **2. Type of Signs**

- a. Individual, pan channel, interior illuminated, aluminum letters. Letters are to be mounted flush to fascia centered within the fascia area above its premises.
- b. Painted lettering or flashing, moving or audible signs and panel signs are prohibited.
- c. Freestanding signs are prohibited except as outlined herein.

**APPROVED**

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3. Size of Sign
  - a. The overall LENGTH of spread of letters shall not exceed 80% of occupied suite building elevation.
  - b. HEIGHT of sign to be determined by Tenant square footage.
4. Style of Sign
  - a. Any style (block, script, upper or lower case) may be used.
  - b. All logos used in signage to be approved by Board.
5. Color of Sign
  - a. Face color to be determined by Tenant / Owner, with approval of Board.
6. Construction of Letters
  - a. Individual channel letters will have 3/16" Plexiglas faces
  - b. Returns and backs .063 minimum aluminum
  - c. No anomaly or wood in manufactured returns or backs may be used
  - d. All bolts, fasteners, clips, etc shall be hot dipped galvanized iron, stainless steel, aluminum, brass or bronze and shall be painted out with sign mounting surface.
7. Placement of Letters
  - a. Letters to be centered on the fascia area of storefront left to right and centered vertically top to bottom. Maintain 9" space on each end.
  - b. All required penetrations of the fascia for signage shall be neatly sealed in a water tight condition. No exposed conduit or fasteners allowed.
  - c. In the event Tenant removes sign, Tenant will be responsible for the repair and repaint of any damage to the building fascia
  - d. Tenant or its sign contractor shall not penetrate the roof of the building for any reason.
8. Lighting
  - a. Signs shall be interior illuminated with neon or LED lighting. Exposed neon is prohibited.
  - b. All electrical will be U.L. or equivalent approved.
  - c. Electrical power shall be brought to required location at TENANT expense. Tenant shall install time clock at Tenant breaker box.
  - d. All transformers, conduit and other equipment shall be concealed behind the fascia in a watertight installation.

9. Detail Drawing
  - a. One (1) copy of a complete and detailed drawing by Sign Company shall be submitted to Board for final review and approval
  - b. Elevation of building fascia and sign shall be drawn to scale
  - c. Drawing shall indicate the following specifications:
    - i. Type, color and thickness of Plexiglas or other material
    - ii. Type of material used for backs and returns
    - iii. Finish used on all returns
    - iv. type of illumination and mounting method
  - d. Drawing must include fascia cross-section showing electrical connections.
10. Window Signage
  - a. Windows signage must conform to the Town of Gilbert and must be approved by the Board.
  - b. In no case shall any window display exceed 25% of given window area.
  - c. Portable neon window displays are highly encouraged to enhance the marketplace environment. Transformers for neon displays shall be placed above ceiling with glass sleeves housing all GTO cable and have clear Plexiglas back plates behind exposed neon tubing. UL approved transformers are required.
  - d. Standard white vinyl die cut copy may be used to display hours of business, emergency numbers, etc. Any other graphics or text intended to be applied to the windows or doors must have prior written approval of Board.
  - e. All window graphics and displays must be represented in a clearly illustrated manner and shall be subject to Board approval. No handwritten signs of any form shall be permitted.
11. Freestanding Signs
  - a. One (1) freestanding sign is allowed for up to the first three hundred (300) feet of street frontage. Additional signs may be allowed where a minimum of three hundred (300) feet between signs can be achieved regardless of whether the signs are on the same lot or separate adjoining lots or of size of building setbacks.
  - b. Freestanding monument signs shall not exceed sixty (60) square feet in signage area or eight feet in height. All signs shall be set back at least three (3) feet from any property lines and shall not interfere with required vehicular sight distances.
  - c. Board will issue and/or remove tenant panels on monument as its sole discretion.
  - d. Tenant / Owner must submit drawing for Board approval for any tenant / owner issued panels. Any panels used without Board approval will be replaced at Tenant / Owners expense.
  - e. Detail Drawing for Freestanding Signs
    - i. One (1) copy of a complete and detailed drawing by Sign Company shall be submitted to Landlord for final review and approval
    - ii. Drawing shall indicate the following specifications;
      1. Type of all materials used
      2. Type of mounting method used

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12. Directory Signs

- a. One (1) sign for each five (5) tenants or uses shall be allowed, not to exceed forty (40) square feet in area or eight (8) feet in height. All director signs shall be set back at least twenty-five (25) feet from any right-of-way line. Such signs shall be used to guide pedestrians to individual businesses. Directory signs may be placed only on the premises. Such signs may only be placed in internal pedestrian access areas, except for parking lots where they may be installed adjacent to vehicular access areas, provided their location has been approved by the Design Review Board or Planning Staff. Such signs shall be used only for the purposes of direction and identification. Directory signs may be non-illuminated, or illuminated internally or by indirect lighting.

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Minor Administrative Design Review

Case # DR02-78-B (PDR-2019-00032)

Date March 25, 2019

**Oasis at the Islands Property Owners Assoc.  
Commercial Signage  
for  
Oasis Professional Plaza Office Condos Assoc. Buildings  
A portion of the Center at  
SEC McQueen and Elliot Roads**

**Comprehensive Sign Criteria**

The purpose of the Comprehensive Sign Criteria is to create a graphic environment that is individual and distinctive in identity for the merchants and to be compatible with other signs within the Oasis Professional Plaza Condos and the Center. The total concept should give an impression of quality, professionalism and instill a good business image.

The following specifications are to be used for design of your sign; however, in all cases final written approval is required by the "Oasis Professional Plaza Office Condos Assoc." Board of Directors, "Board" prior to manufacturing and installation of all signs.

PROCEDURE: Completed sign drawing(s) are to be submitted to Board for approval. Copy will be returned to the Tenant / Owner, with accompanying letter of approval, or disapproval for their file.

Following written approval, Tenant / Owner to obtain approval and permit from Town of Gilbert prior to installation of sign. Tenant / Owner shall have the responsibility to comply with all pertinent signage codes, requirements, standards and specifications.

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1. Wall Signs
  - a. All signage for Tenants / Owners calculated by the following formula: maximum area permitted for any building elevation for the business should be one (1.0) square feet of sign area for each linear foot of occupied building elevation. For buildings set back in excess of seventy-five (75) feet from the street right-of-way line, one and one-half (1.5) square feet of sign area shall be allowed for each linear foot of occupied building elevation.
2. Type of Signs
  - a. One Quarter Inch (1/4") flat cut, non-illuminated aluminum letters. Letters are to be mounted flush to building fascia.

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3. Size of Sign
  - a. Depth – One Quarter Inch (1/4”).
  - b. The overall LENGTH of spread of letters shall not exceed 12’-0” of designated area.
  - c. HEIGHT – No letter shall exceed a height of 12” with a total height not to exceed 24”.
  - d. Signage may not exceed a total of sixteen (16) square feet.
4. Style of Sign
  - a. Any style (block, script, upper or lower case) may be used.
  - b. All logos used in signage to be approved by Board.
5. Color of Sign
  - a. All letters to be Black.
6. Construction of Letters
  - a. One Quarter Inch (1/4”) Flat cut non-illuminated aluminum letters.
7. Placement of Letters
  - a. Letters to be centered on designated area of building from left to right and centered vertically top to bottom.
8. Lighting
  - a. All signs shall be non-illuminated.
9. Detail Drawing
  - a. One (1) copy of a complete and detailed drawing by Sign Company shall be submitted to Board for final review and approval
  - b. Elevation of building fascia and sign shall be drawn to scale
  - c. Drawing shall indicate the following specifications:
    - i. Type, color and thickness of metal lettering
    - ii. Type of material used for backs and mounting
10. Window Signage
  - a. Windows signage must conform to the Town of Gilbert and must be approved by the Board.
  - b. In no case shall any window display exceed 25% of given window area.
  - c. Portable neon window displays are highly encouraged to enhance the marketplace environment. Transformers for neon displays shall be placed above ceiling with glass sleeves housing all GTO cable and have clear Plexiglas back plates behind exposed neon tubing. UL approved transformers are required.
  - d. Standard white vinyl die cut copy may be used to display hours of business, emergency numbers, etc. Any other graphics or text intended to be applied to the windows or doors must have prior written approval of Board.
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  - b. Freestanding monument signs shall not exceed sixty (60) square feet in signage area or eight feet in height. All signs shall be set back at least three (3) feet from any property lines and shall not interfere with required vehicular sight distances.
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